



To: All Financial Managers AC200909

From: Trina Brietske, Daily Processing Program Manager

Subject: FY09 Close / Opening of FY10

Date: June 3, 2009

PLEASE SHARE THIS INFORMATION WITH THE APPROPRIATE PERSONNEL.

The information below is provided to assist you in planning workflow during the coming weeks. Specific information concerning year-end procedures can be found in Chapter 235 of the Accounting Policy and Procedures Manual.

FY09 Close

All accounting transactions should be forwarded to DAS-SAE in a timely manner to assure prompt processing. To assure processing by June 30th, [claims must be received in DAS-SAE-Daily Processing by 4:30 p.m.](#) as follows:

JUNE CUT OFFS:

- Relocation and taxable Educational Assistance claims received in DAS-SAE by Thursday, June 4 will be processed for the pay period ending June 11 and the payroll will be written on June 16 and paid on June 19.
- General Long Form Appeal Board claims received in DAS-SAE by Monday, June 15 will be processed for review at the next Appeal Board Meeting in July.
- Administrative Appeal Board "R" and Foreign Travel claims received in DAS-SAE by Tuesday, June 23 will be processed by Tuesday, June 30.
- Claims for warrant writing received in DAS-SAE by Monday, June 29 will be processed by Tuesday, June 30.
- Internal Transfer claims received in DAS-SAE by Monday, June 29 will be processed by Tuesday, June 30.

NOTE: [Documents received after the cutoff may or may not be processed by month end depending on the overall workload of our section.](#)

To close FY09, the pay period of June 12-25, written on June 29, paid on July 2, will be the last full pay period charged to FY09. For the pay period June 26 – July 9, written on July 14 and paid on July 17, 30% of the payroll cost will be automatically distributed back to FY09 using CDE's. These Payroll CDE transactions will be processed the night of July 15.

PLEASE ASSURE THAT ADEQUATE FY09 FUNDS ARE AVAILABLE IN YOUR FUNDS / FY09 APPROPRIATIONS TO PROPERLY CHARGE THE LAST PAYROLL OF THE FISCAL YEAR.

- ◆ All FY09 documents added to the system July 1st and after **MUST** have **"2009"** entered in the Budget FY and Fiscal Year fields and 13 in the Period field.
- ◆ (*) Attached to this memo is a schedule we have compiled of the various dates departments plan to complete their billing of FY09 goods and services. This schedule is for your planning purposes and use in closing FY09 activity. While not every billing listed is applicable to every department, I believe the information is useful in identifying all potential outstanding liabilities. All dates are approximate as provided by the department, but I am confident that departments will make every effort to meet the dates they have provided.
- ◆ FY09 Cancelled Warrants (Procedure 235.800), any warrant charged to FY09 funding sources scheduled to be cancelled should be submitted immediately. Request for the cancellation of warrants written on FY09 funds should be submitted no later than August 28. Depending upon workloads, requests for cancellations after that date may or may not be reflected in the FY09 financial reports.
- ◆ All warrants six months or older will outdate on the last working day of the month (August 31, 2009). (Procedure 235.800).

FY10 Implementation

- As in past years, the FY10 appropriations, expense and revenue budgets will be pulled from the Department of Management budget system and will be available on I/3 on July 1.

Any questions concerning your FY10 appropriations, expense or revenue budgets should be directed to your analyst in the Department of Management. If you have other questions concerning the FY09 close or FY10 processing, please review Chapter 235 of the Accounting Policy and Procedures Manual. If you have additional questions not addressed in the manual, please feel free to call me at (515) 281-4497 or email: Trina.Brietske@iowa.gov.

* SEE ATTACHMENT FOR INTER-DEPARTMENTAL BILLINGS